

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Wednesday 21st October, at 5.15pm

Present:	Ms Sine Brown	Headteacher (HT)
	Ms Kam Hudson (KH)	Chair
	Ms Edwina Hughes (EH)	Co-opted Governor
	Ms Kehinde Adeyinka (KA)	Co-opted Governor
	Ms Hillary Briffa (HB)	Co-opted Governor
	Ms Sarah Raine (SRa)	Co-opted Governor
	Mrs Jihan Bazan (JB)	Parent Governor
	Ms Sadaf Rayworth (SR)	Parent Governor
	Ms Deborah Seago (DS)	Staff Governor

In attendance:	Ms Persephone Henderson (PH)	Observer
	Ms Jacqueline Thompson (JH)	Observer
	Mr Ryan Wise (RW)	Observer
	Ms Amy Gaunt (AG)	Observer
	Ms Sarah Bartley (SBa)	Clerk

Summary of decisions

Item	Decision
457. Membership of Governing Board	Governors agreed to increase the number of governors from 12 to 13.
466. Governor Education and Training	Governors unanimously agreed for PH, JH, RW and AG to join the governing board.

456. Welcome and apologies for absence

Governors were welcomed to the meeting.
Amy Gaunt, Persephone Henderson, Jacqueline Thompson and Ryan Wise introduced themselves to the board as prospective governors for Godwin. Sarah Raine introduced herself as a new governor.

457 Membership of Governing Board

a. Resignations

KH referred governors to the document: Structure of the Governing Board.
KH noted the following changes to the governing board: Kate Christie's term of office has come to an end, Alastair Pearson and Daze Osuide have stepped down from their respective roles of associate and co-opted governors.

- b. Appointment of Co-opted Governors
 KH noted SR is a full governor.
 Subject to the approval of governors PH, JH and RW are to be appointed as co-opted governors.
- c. Appointment of local authority governor
 Subject to the approval of governors and the LA, AG is to be appointed as a LA governor.
- Governors questions in italics.
Who appoints the LA governor?
 KH confirmed the board makes the appointment and the LA approves it.
- d. Amendment to the Instrument of Governance
 The Chair referred governors to the Instrument of Governance. There are 12 members of the full governing board. However, given the skills of the people who applied to become governors, governors agreed to increase the number of board members from 12 to 13.
- Action:**
 Seek approval from the LA to increase the number of governors from 12 to 13 – KH.
- e. Chair of Quality of Education Committee
 Governors noted that HB is the chair of this committee.
- f. Committees membership and terms of reference
 KH reminded governors, the terms of reference for committees highlights the roles and responsibilities of governors, was shared with governors in September.
- Action:**
 Review the terms of reference for committees - governors.
- How do schools communicate governor's attendance?*
 The HT informed governors that declarations of interest and governors' attendance figures are updated annually and published on the school's website.
- g. Nomination /renomination of link governors
 The following link governor roles were confirmed:
 EH is the link governor for history.
 PH will be the link governor for geography and maths.
- h. Is the structure relevant and meets the needs of a Recovery Phase?
 KH asked governors to consider if they had the correct link subjects and if the composition of committees was correct.
 EH noted it would benefit the school if someone with a finance background chaired the Resources Committee.
 SR stated she does not have a finance background; however, she was happy to provide support to EH and wanted to settle into her role at Godwin before making a commitment to chair a committee.
- KH noted there was no link governor attached to art and design, design and technology

and health and safety.

Action:

Discuss with SR about taking on a link governor role – KH.

Governors agreed with the structure of committees and their link roles.

i Nomination of governor forum representative

SRa agreed to take on this role, as she currently undertakes the role for Woodgrange Governing Board.

j Nomination renomination of NPW Authorised Representative and Delegated Attendee

KH confirmed she will take on this role.

458. Declaration of interest - status

There were no declarations of interest.

Actions:

Submit declaration of interest forms to the school business manager – governors.

Email a declaration of interest form to new governors – KH.

459. Minutes of last Governing Board meeting

a. Approval of the minutes of the last board meeting held on 15th June 2020

Matters arising

KH noted the last full governing board meeting was held on the day the school was reopened for year 6 children, it was a very positive reopening for the school.

The risk assessment was a very thorough process. The latest version of the assessment is in the governors' packs.

KH stated governors should not receive a paper pack of documents for the governing board meeting. Packs should have been sent via email.

Action:

Invite Alastair Pearson, the SENDCo and deputy head to the next Quality of Education Committee meeting – HT.

The HT stated the school is still waiting to receive the sickness absence policy from NPW and is waiting for the pay policy to be approved.

Five laptops were previously loaned to families, have we identified all the families that might be in need?

The HT informed governors the school has 30 old laptops as well as 49 laptops received from the DfE to lend to families who needed a device. The school was recently closed to year 5 and year 6 for 2 weeks; an email was sent to parents and carers informing them to contact the school if they needed a laptop. If there is a 2-week closure during half term, the school is aware of families that may need a laptop for remote learning.

The LA will fund the resurfacing of the playground and repair the blocked drains, during the Easter and summer holidays. The HT added she will visit other schools in the next half term to see how they use the space in their playgrounds.

(SR joined the meeting at 6:00 pm).

How was the SEND high needs funding application?

The HT stated the funding application was submitted. Educational psychologists are not going into schools to do assessments, but they are working with children affected by Covid-19. The school cannot access other services, these services are not visiting schools because of the backlog caused by Covid-19.

The minutes were approved with the following amendment:

Item 449a Membership of the governing board

Board Membership should read as: Governors noted that KC's term of office was coming to an end, this was her last meeting. The HT and governors thanked KC for her commitment and valuable contributions to the governing board over the years.

Is the meeting going to take place to discuss the new RSHE curriculum?

The HT reported it was not preferable to hold an information sharing session via Zoom, as it would preclude a lot of parents and carers. Also, it was not practical to have parents and carers in the building due to Covid-19. Meetings will be held in year groups and pushed back to later in the year to allow people to express their opinion and to listen to the school's perspective. In light of the current situation, there may be a Zoom meeting or presentation on the school's website. The HT will continue to monitor the situation.

What are the other NNLP schools doing?

The HT responded some schools have held their information sharing and gathering meetings.

When does RSHE teaching start?

The HT informed governors the school is currently teaching elements of RSHE. The contentious content is taught in the summer term. In the past parents have been invited to meetings to review the materials. In the past the take up at these meetings was low. The theme for autumn 2 is celebrating difference. Children discuss the equality act, gender identity, acceptance of others and not discriminating against other people. This might be seen as contentious; therefore, the school needs to consider how to address this with year 6 parents/carers.

Would it be helpful to send the myth busting documents to parents and carers and ask if they are interested in attending an online meeting?

Governors noted the school needs to think about a strategy for communicating with parents.

Is there a deadline to implement the new RSHE policy?

The HT said that there isn't a deadline for information gathering/sharing. RSHE should be taught by the summer of 2021.

b.

Approval of Minutes of the extraordinary meeting held on the 25th August 2020.

KH asked about the Wellbeing session that formed part of the staff INSET.

DS confirmed the Wellbeing session was an excellent online session, held with a wellbeing coach.

How do we communicate with parents/carers, what does communication look like?

Could we have a broadcast so that parents get a quick update in addition to the newsletter?

The HT questioned the time it would take to prepare a broadcast and where it would be broadcast.

What do parents/carers think about communication? Is the newsletter enough?

Parent governors had mixed views about communication from the school. Governors asked if the school had Parent Mail.

Communication was described as sketchy, generic, the newsletter did not address parents' concerns. Some parents were unable to join the Zoom meeting for the year 6 transfer and were unable to submit questions via the chat. Communication was also described as adequate. Extra information is sent via letters and parents receive a text message alerting them to check for updates. The headteacher and deputy are available to answer questions.

The HT confirmed the school uses Parent Mail.

KH stated the school should look at parent/carer partnerships, communication with parents/carers and how to address any gaps. A parent/carer communication strategy should be developed over the year and kept on the agenda.

Have there been any parental/carer complaints about communication?

KH stated there have been some concerns about communication.

Governors suggested the school should think about how to use different channels of communication and what the school can commit to, to reassure parents/carers.

Governors questioned if all communication should come from the headteacher and how they can support the school's communication.

Action:

Review parent/carer partnership and develop communication with parents/carers – SR & JB.

Governors approved the minutes of the Extraordinary meeting.

460. Committee Meetings

a. Resources Committee

Approval of School Budget Monitoring Report

EH shared the following information:

The school received its budget allocation from the LA for April 2020 to March 2021. The budget closed with a balance of £351,561. This was higher as Period 12 (March 2020) salary costs were not processed. Without period 12 salaries the true figure was £188,479.

There is a discrepancy with other grants as the school is waiting for a reimbursement from the government because of Covid-19.

The HT Informed governors that schools can claim up to £30,000 because of the additional spend related to Covid-19. The school business manager has submitted a higher claim because the spend related to Covid-19 was more than £30,000, however it is unlikely that the school will receive more than £30,000.

Does that create problems with the budget?

The HT noted it does not create a problem with the budget, however the school is spending the normal budget on items related to Covid-19, which will cause problems. The school has not received the grant to date. The DfE has not indicated when schools will receive the grant.

The surplus balance is as follows:

£188,000 March 2020

£133,00 March 2021

The balance is falling, the school will be in deficit in 2 years if this trend continues. The school is being careful with money, however it is costing more to run the school, than the income received. Governors need to think about how the school can save money and generate more income.

What is the percentage spend on staff salaries?

The HT stated that although she did not have this figure to hand, this was approximately 88%, there was little leverage with staff salaries. The issue is the high number of children with SEND who do not receive high needs funding but require additional support. Or the funding received for children with SEND is not sufficient to meet their needs.

Governors approved the forecast balance carry forward at March 2021 as £133,574.

EH is completing a cost analysis about generating more income via lettings. This has been hindered because of Covid-19, organisations are not meeting, therefore they are not renting spaces. The school needs to have a plan for fundraising ideas for September 2021 onwards.

Does the closure of Durning Hall Community Centre present an opportunity?

EH noted the school needs to consider the cost of lettings, for example cleaning costs, the site supervisor's costs.

The HT reminded governors the budget is a conservative one and the estimated carry forward is the worst-case scenario, as the year goes on the school should be in a healthier financial position.

Action:

Think about opportunities for the school to generate an income -governors.
Income generation to be included on the next Resources Committee agenda- HT.
PTA to think about fund raising opportunities - JB &SR.

The minutes for the Resources Committee were agreed as accurate.

b.

Draft minutes of Quality of Education Committee

HB highlighted the following:

The committee discussed the impact of Covid-19, on the children who missed school. Children have lost some curriculum knowledge, however children will not miss out on developing their skills, as they are repeated and built on throughout the year. Teachers also make links to revisit some of the curriculum.

Governors reviewed the SDP and the school's priorities for the next 3 years. As the

school is unaware of how long the pandemic will last and to ensure the quality of remote learning is good; governors felt that online safety and remote learning need to have a high focus in the SDP.

The committee discussed raising the attainment of boys and closing the gap in writing. They discussed the needs of children with SEND; how they are targeted and how their needs are met.

Ofsted are still visiting schools, these are known as checking visits, which is putting additional pressure on schools.

Targets should have been set for this year; however, the data is not recent, and it is unsubstantiated. The school will have a much better idea of children's targets at Christmas.

All policies will be uploaded to Google Docs and then discussed in the committee meeting.

Action:

Send SDP to all governors – KH.

Has the decision to postpone after school clubs remained the same?

The HT confirmed after school clubs were postponed as the school needs to keep children separated in their class bubbles.

KH described a school where the parents organised and led clubs whilst children remained in their year groups.

The HT informed governors that children are kept in bubbles within their class groups. Children do not mix across classes or year groups. If the school advocates mixing children across year groups, it will break the class bubbles.

The Quality of Education Committee minutes were approved with the following amendment to item 4: School Development Plan (SDP) Initial Review
Develop community links.

HB stated it would be positive if Godwin continues to be one of the leading schools in the healthy streets campaign.

461. Headteacher's Report

The HT informed governors of the need to focus on setting term dates for the academic year 2021-22. Children attend school for 190 days; staff work for 195 days. The Governing Board can disaggregate the days, so staff attend INSET after school. Three INSET days are set in the first week of term. Two days are disaggregated; therefore, the summer term ends on the 19th of July. The HT proposed the school does not close for religious holidays. The date for Eid cannot be predicted with certainty in advance. If children do not attend school at Eid this is classed as an authorised absence for religious observance.

DS commented that staff found it difficult to concentrate if they had to complete 2 disaggregated days of INSET per year. It was better for staff if they had a full professional development day.

Why are professional development days disaggregated?

The HT stated if staff had 5 INSET days, school would finish on Thursday 21st July. This affects the percentage attendance as some families choose to go on holiday before the end of term.

Can 1 day be disaggregated instead of 2 days?

The HT noted that school would finish on Wednesday 20th July.

What is a disaggregated INSET day?

The HT confirmed an INSET day is approximately 6 hours. Two Disaggregated INSET days would be 12 hours after school in addition to the normal school INSET. This equated to an additional 1 hour at the end of the school day.

Is there an opportunity for staff to have some input about this?

The HT agreed it was not too late to consult with staff (we had already consulted with Woodgrange) about this.

Action:

Consult with Godwin staff and Woodgrange's headteacher about the term dates for 2021-22 -HT.

The HT noted the numbers of pupils on the school roll and highlighted that vacant spaces resulted in lost income for the school.

Should we liaise with Woodgrange to discuss how to promote Woodgrange and Godwin, so that parents consider sending their children to Woodgrange instead of other schools?

KH informed governors she had started at dialogue with the chair of governors at Woodgrange.

The HT Informed governors the data for free school meals was not populated because there was a glitch with the London Grid for Learning (LGfL), therefore the data was not approved by the LA.

It was difficult to compare staff attendance figures with previous years because of absences related to Covid-19.

The HT noted teacher appraisals are taking place this week. KH added the governors who sat on the committee for the head teacher's appraisal have left the governing board. Two governors are needed to join KH to complete the annual review on 17th November.

Action:

Contact KH if interested in being part of the head teacher's review committee - governors.

Please explain the figures for pupil attendance and unauthorised absence?

The HT reported there are quite significant absences because the school does not allow children to take holidays during term time, these absences are recorded as

unauthorised absences.

Are the parents/carers followed up?

The HT stated absences are followed up by the school. Parents/Carers are informed that they may be subject to a fine issued by the Local Authority. However, it does not come to fruition as the LA does not issue fines in many instances.

Has it adversely impacted the children's education?

The HT confirmed if a child has 10 days of absence, then it would have an adverse impact on their education and the children miss out socially.

National attendance figures are 89.2%. Attendance at Godwin has not dipped below 90%. The last 2 week's attendance figures are 95.1 % and 95.2%.

The attendance target is 97%. If children are not in school due to a partial closure, they are not marked as absent.

Governors expressed concern about the single racist incident.

Was it a fixed term exclusion, or managed within your school policy?

The HT confirmed the racist incident was not related to the exclusion. The deputy head deals with racist incidents she investigates by speaking to all parties and contacts the child's parents/carers.

Since the children have returned to school has there been any obvious differences in their behaviour, attitude to learning and resilience?

DS stated the behaviour has been very positive.

What is the attitude to learning?

DS stated the attendance figures confirm children want to be in school. The children have taken time to settle and get back into a routine, they have been a lot more resilient than staff anticipated.

462. Risk Assessment update and review

Refer to item 459a Minutes of last Governing Board meeting.

463. Safeguarding

KH referred governors to the Headteacher's Report – Enclosure E.

464. Relationships, Sex and Health Education (RSHE)

Refer to item 459 Minutes of last Governing Board meeting

HB reminded governors of the need to address the RSHE issue before the next meeting in February.

465. School Term and Holiday Dates

Refer to item 461 Headteacher's Report.

466. Governor Education and Training

HB attended Prevent Duty and the Role of the Governing Board – 5th October 2020.
HB will be attending:
Understanding Health & Safety in Schools – 23rd November 2020.
Making the Most of Data – 7th December 2020.

Actions:

Register to attend introduction to governance if not already attended – new governors.
Send skills audit to governors – KH.
Send information to the school for updating the school website – new governors

KH noted that link visits have not taken place and the process needs to be reviewed.

Action:

Arrange a meeting to review the process for link governor visits -HT and KH

(Observers withdrew from the meeting at 7.30).

Governors unanimously agreed for PH, JH, RW and AG to join the governing board.

467 Dates of next meetings

Resources Committee Meeting

Spring Term

Wednesday 20th January

Summer Term

Wednesday 26th May

Wednesday 16th June

Quality of Education Committee Meeting

Spring Term

Wednesday 27th January

Summer Term

Wednesday 23rd June

Full Governing Board

Spring Term

Wednesday 3rd February

Summer Term

Wednesday 30th June

468 Agenda items for the next meeting

What practices have been put in place as a result of Covid-19, that have been a success and will be continued as part of the school set up going forward.

Cost analysis of letting the school

The meeting closed at 7.33pm.

